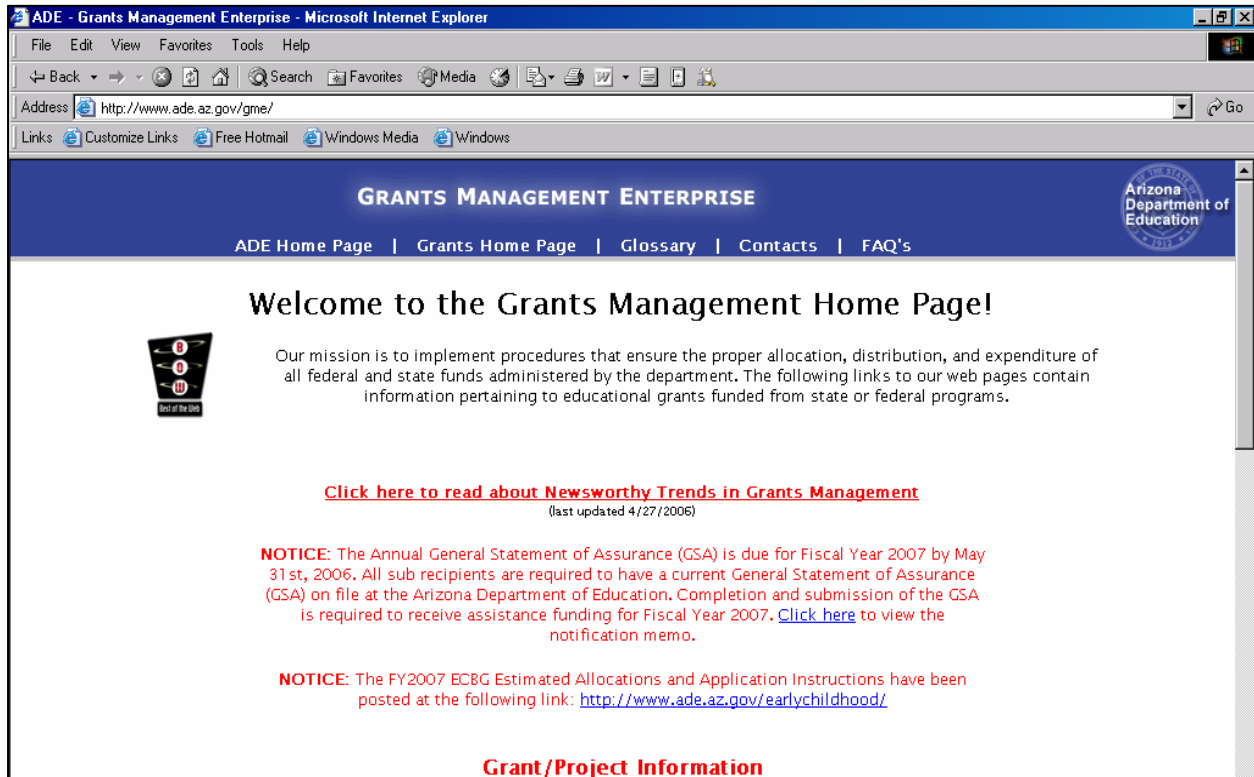
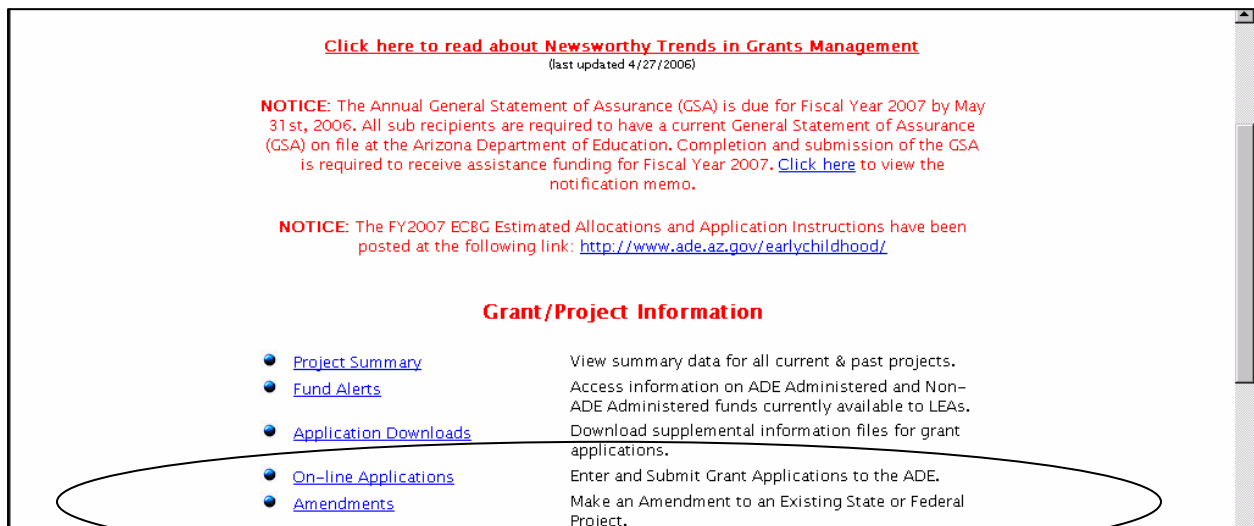


FY 2007 On-Line Carl Perkins Basic Grant Application Process

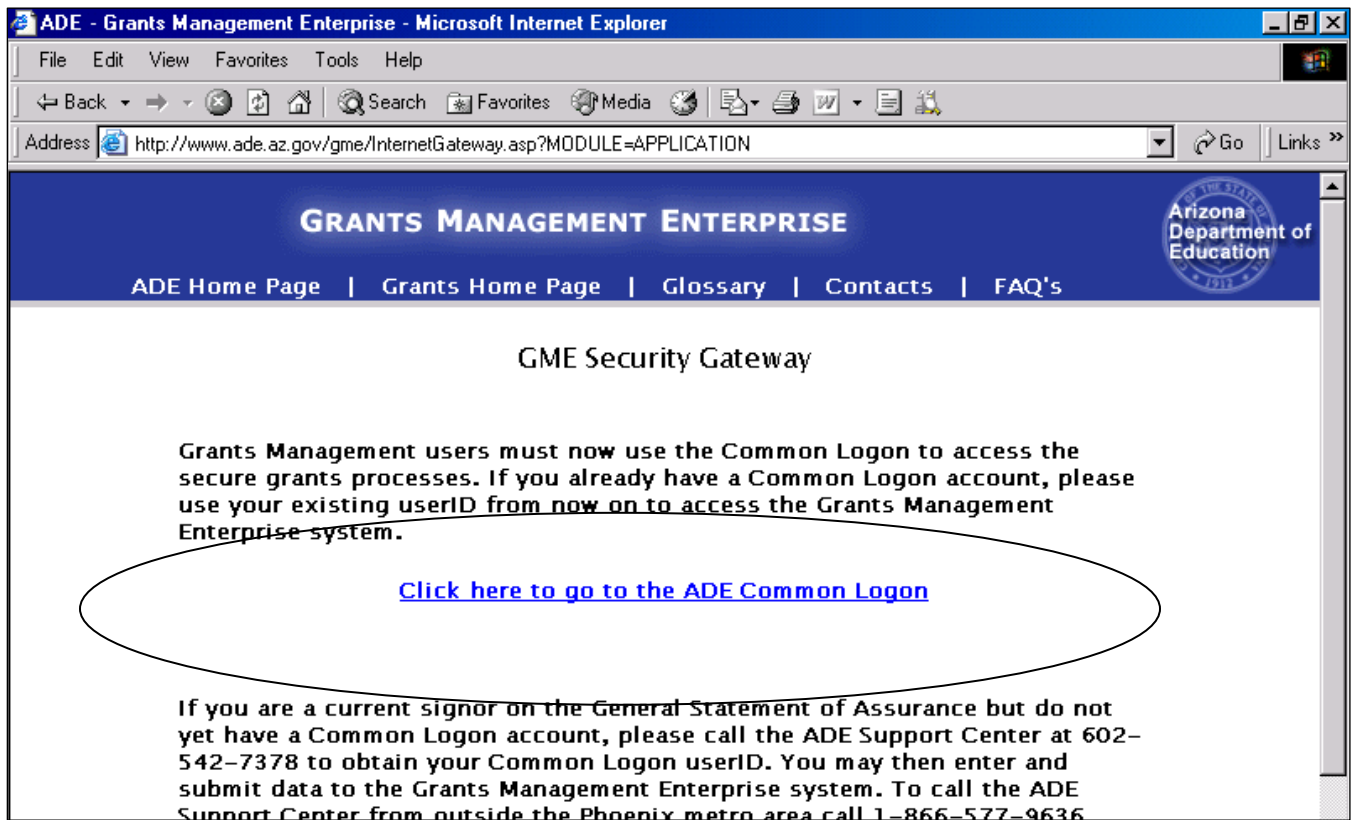
1. Go to the ADE Grants Management Home Page at <http://www.ade.az.gov/gme/>



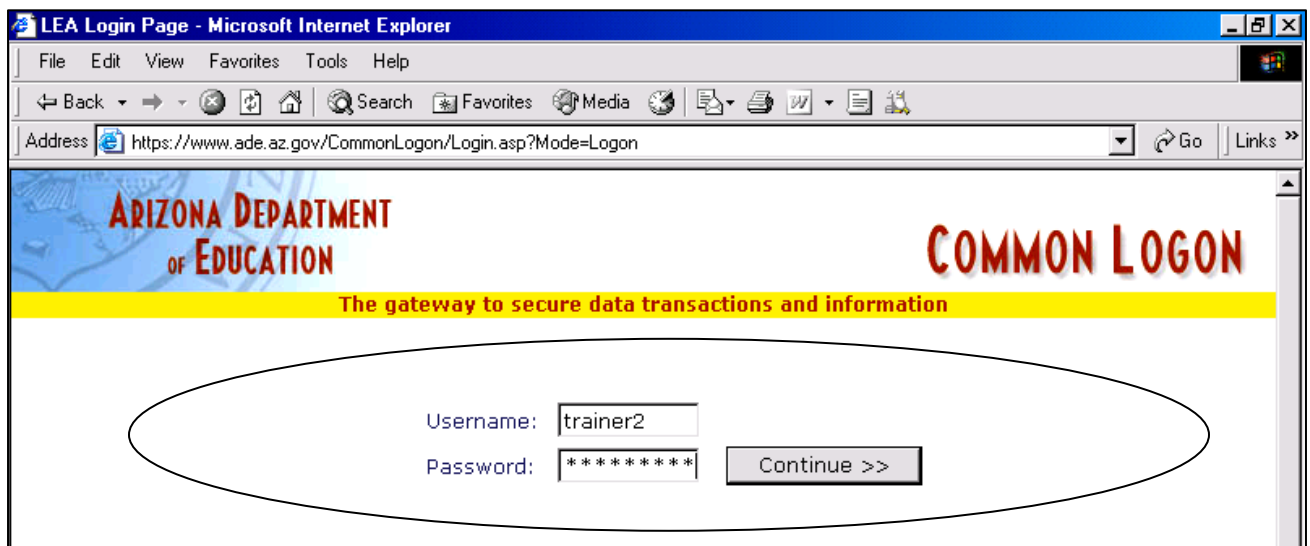
2. Click on **On-Line Applications**



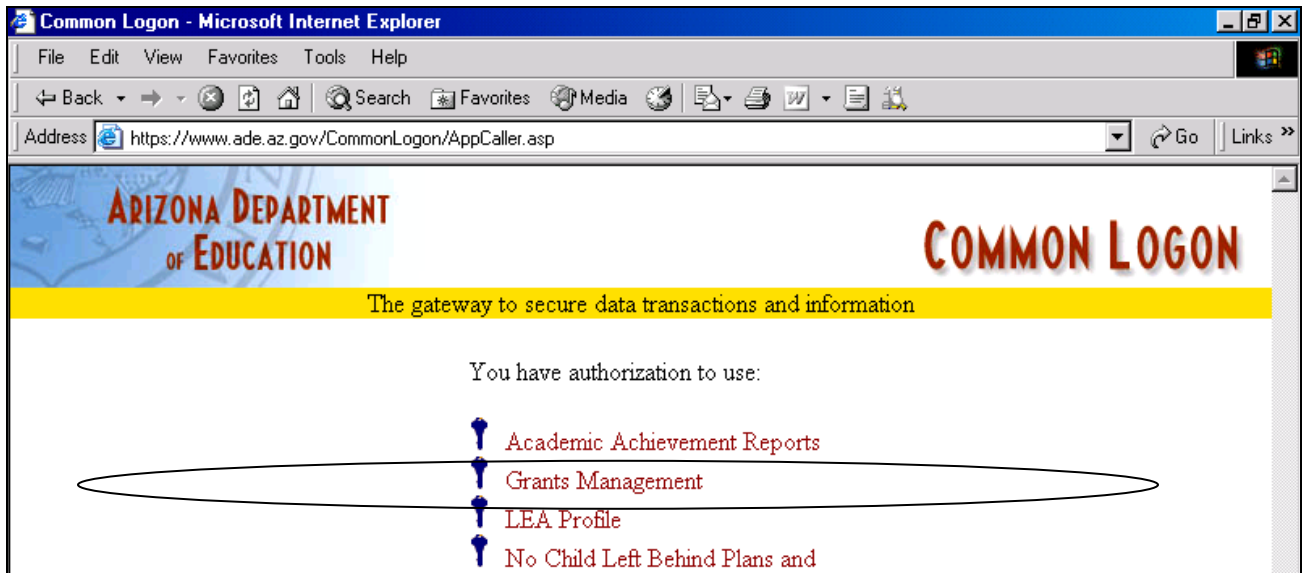
3. Click on the **ADE Common Logon**



4. Enter the **user name** and **password** at the Common Logon



5. Click on **Grants Management**



6. Click on **On-Line Applications**



7. This screen shows the Applications in Progress. Scroll to the bottom of the screen and click on **Create New Application**

ADE - Grants Management Enterprise - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <https://www.ade.az.gov/GME/Application/ApplicationList.asp> Go

Links Customize Links Free Hotmail Windows Media Windows

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's



APPLICATIONS IN PROGRESS

Instructions

- To create new application click Create New button.
- Select the application by clicking the application name.

00-00-00-000 : Arizona Department of Education

Fiscal Year	Application Name	Status	Last Update User	Last Update Date
2006	Learn & Serve America-Youth	Application being edited by ADE	rhurwitz	01/03/2006 15:22:46
2006	School Safety Program Renewal Application	Application being edited by ADE	mheeg	02/16/2006 16:29:51
2007	21st Century Community Learning Centers Renewal-YEAR 3	Application being edited by LEA	mdallman2	03/30/2006 15:43:06
2007	21st Century Community Learning Centers Renewal-YEAR 5	Application being edited by LEA	mdallman2	03/31/2006 07:38:55
2007	School Safety Program Renewal Application	Application being edited by ADE	driggs	04/12/2006 15:05:14
2006	Mathematics and Science Partnerships Program	Application being edited by LEA	mdallman2	04/13/2006 10:28:29
2007	AZ ESA Professional Development Project	Application being edited by LEA	mdallman2	04/14/2006 16:00:34
2006	No Child Left Behind (NCLB) Prevention-Title IV/State Chem	Application being edited by ADE	krice	04/19/2006 11:26:56
2007	Career & Technical Education Basic Grant	Application being edited by LEA	rhurwitz2	05/01/2006 13:44:12
2007	School Based Parenting Program Renewal	Application being edited by LEA	mdallman2	05/02/2006 11:59:07
2007	Extended School Year	Application being edited by LEA	mdallman2	05/03/2006 08:56:49
2006	Title I Evenstart/Family Lit.	Application being edited by LEA	alandy2	05/03/2006 13:54:44
2007	Reading First Subgrant Cycle II-NEW LEAs, YEAR 1	Application being edited by LEA	mdallman2	05/03/2006 15:22:03
2007	No Child Left Behind (NCLB) Consolidated Programs-Titles I-A, II-A, V-A	Application being edited by LEA	mdallman2	05/05/2006 14:19:40
2007	Reading First Subgrant Cycle I-CONTINUING LEAs, YEAR 4	Application being edited by LEA	mdallman2	05/05/2006 15:59:41

[Go Back](#)
[Create New Application](#)

NOTE: If you or your district has already started working on the 2007 CTE Basic Grant, scroll to **2007 Career and Technical Education Basic Grant** and click on the blue application name.

8. Select the **2007 Career and Technical Education Basic Grant** application and scroll to the bottom of the page and select **Continue**.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

NEW APPLICATION SELECTION

Instructions

- To create new application, select the application and then click 'Continue'.
- To go back to the previous screen click 'Go Back'.

Application Name
<input type="radio"/> 2006 - Career & Technical Education Priority Grant
<input type="radio"/> 2006 - Title I LEA Improvement
<input type="radio"/> 2006 - Title I LEA Improvement Letter Reimbursement
<input type="radio"/> 2006 - Title III LEP Program
<input type="radio"/> 2007 - Adult Ed-Civics
<input type="radio"/> 2007 - Adult Education Basic/Federal
<input type="radio"/> 2007 - Adult Education Basic/State
<input type="radio"/> 2007 - Career & Technical Education Basic Grant
<input type="radio"/> 2007 - Career & Technical Education Postsecondary Basic Grant
<input type="radio"/> 2007 - Early Childhood Block Grant
<input type="radio"/> 2007 - Extended School Year
<input type="radio"/> 2007 - IDEA Paraprofessional to Teacher Grant
<input type="radio"/> 2007 - IDEA Systemic Change in Reading Professional Development
<input type="radio"/> 2007 - No Child Left Behind (NCLB) Consolidated Programs-Titles I-A, II-A, V-A
<input type="radio"/> 2007 - Reading First Subgrant Cycle I-CONTINUING LEAs, YEAR 4
<input type="radio"/> 2007 - Reading First Subgrant Cycle II-EXPANDING LEAs, YEAR 1
<input type="radio"/> 2007 - Reading First Subgrant Cycle II-NEW LEAs, YEAR 1
<input type="radio"/> 2007 - School Based Parenting Program Renewal
<input type="radio"/> 2007 - School Safety Program Renewal Application
<input type="radio"/> 2007 - State Intervention Personnel
<input type="radio"/> 2007 - Structured English Immersion (SEI) Reimbursement - Continuation

[Go Back](#) [Continue](#)

NOTE: Do NOT select Career and Technical Education Postsecondary Basic Grant.

9. On Application Option Page, verify you are in the correct application (2007 CTE Basic Grant) and select **Create New Application**

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

APPLICATION OPTION PAGE

Instructions

- Please verify the Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application.
- If the application information IS correct, click the desired option to continue.

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2007 – Career & Technical Education Basic Grant		

[Create New Application](#)

If this option is available, an application has not been started for this grant. Click here to begin a new application for this grant.

[Go Back](#)

10. For Program Assurances, click on **I Agree** to assure district will comply.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

PROGRAM ASSURANCES

Instructions

- Please read the following Program Assurances and then click 'I Agree' to continue.
- To return click 'Go Back'

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2007 – Career & Technical Education Basic Grant		

PROGRAM ASSURANCES

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, 34 CFR 76 (EDGAR) or 07 CFR, where appropriate; that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

[Go Back](#) [I Agree](#)

11. You are now ready to work on the application. Click on a word link to the left under Vocational Education Basic Grant Information to fill out or edit a page.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

VIEW APPLICATION

SUPPLEMENTAL DATA

VOCATIONAL EDUCATION
BASIC GRANT INFORMATION

- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
- NOTIFICATION OF INTENT
- LOCAL VTE PLAN PART A: COH SEQ LEVEL I
- LOCAL VTE PLAN PART B: COH SEQ LEVELS II & III
- GOAL 1: COHERENT SEQUENCE OF INSTRUCTION
- GOAL 2: PERFORMANCE STANDARDS
- GOAL 3: ACADEMIC STANDARDS

Click on a word link to the left to fill out/correct that page. When you are finished filling out/correcting a page, click the [Save](#) button at the bottom of each page.

When you are finished filling out/correcting all required pages, click on the [Summary](#) link to see a comprehensive review of all the data you entered. If you receive a grid with messages before the comprehensive review page appears, correct any indicated errors, and then click on [Summary](#) again.

On the comprehensive review page if you find you need to make a change, click on the corresponding link on the left to modify a page. When you are satisfied with all entries, click the [Submit](#) button (if available*) to send the data electronically.

If you wish to return to the process later without submitting, click the [Exit](#) link to go back to the selection page.

You are allowed no more than 60 minutes per page, therefore, save data frequently. If you time out, re-enter the process from the selection page.

The Grants Management office can answer technical and general grant questions. Please also refer to the Grants Glossary and FAQ pages using the links above. For program/grant-specific questions, please contact the appropriate Program Office. Contact information can be found using the Contacts link above.

12. The **Arizona Career and Technical Education** page addresses the Program and Fiscal Assurances.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

VIEW APPLICATION

SUPPLEMENTAL DATA

VOCATIONAL EDUCATION
BASIC GRANT INFORMATION

- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
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- LOCAL VTE PLAN PART B: COH SEQ LEVELS II & III
- GOAL 1: COHERENT SEQUENCE OF INSTRUCTION
- GOAL 2: PERFORMANCE STANDARDS
- GOAL 3: ACADEMIC STANDARDS
- GOAL 4: PROGRAM IMPROVEMENT

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2007 – Career & Technical Education Basic Grant		

ARIZONA CAREER AND TECHNICAL EDUCATION

VISION

Ensure a dynamic workforce by fully developing every student's career and academic potential.

MISSION

Prepare Arizona students for workforce success and continuous learning.

PROGRAM and FISCAL ASSURANCES

District provides assurance to the Arizona Department of Education that it has read, understands, and affirms that the district accepts and commits to abide by the Carl Perkin's Basic Grant Program and Fiscal Assurances 1 through 7 and the Programs In Review (PIR) Accountability Assurances.

13. Scroll down to the drop down box for both program and fiscal assurances. Select **District Agrees** for both.

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

VIEW APPLICATION

SUPPLEMENTAL DATA

VOCATIONAL EDUCATION
BASIC GRANT INFORMATION

- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
- NOTIFICATION OF INTENT
- LOCAL VTE PLAN PART A: COH SEQ LEVEL I
- LOCAL VTE PLAN PART B: COH SEQ LEVELS II & III

postsecondary degree or credential,
(c) Placement in, retention in and completion of postsecondary education or advanced training, placement in military service, or placement or retention in employment;
(d) Participation in and completion of Vocational Technical Education programs that lead to nontraditional training and employment. [§113(2)(A)]

3) Individuals who are members of special populations will be provided equal access to the full range of Vocational Technical Education activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations; these programs and activities will be monitored by qualified state staff to ensure

District Agrees

14. When you are finished filling out or correcting a page, click the **Save Page** button at the bottom of each page. The Reset Page button would be used if you want to clear the entire page and start over. **If you do not hit Save Page, all the information you input will be lost.**

VOCATIONAL EDUCATION
BASIC GRANT INFORMATION

- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
- NOTIFICATION OF INTENT
- LOCAL VTE PLAN PART A: COH SEQ LEVEL I
- LOCAL VTE PLAN PART B: COH SEQ LEVELS II & III
- GOAL 1: COHERENT SEQUENCE OF INSTRUCTION
- GOAL 2: PERFORMANCE STANDARDS
- GOAL 3: ACADEMIC STANDARDS

2 of the assessment.....Instructional and other programmatic innovations of demonstrated effectiveness, and where necessary, strategies for appropriate staffing and staff development" and will be included in the FY2005 Basic Grant Application.

The LEA will submit periodic progress reports as part of the Basic Grant reporting requirements. ADE will conduct site visits to review the progress being made toward reaching the State Adjusted Levels of Performance identified in the FY2005 Basic Grant Application.

The LEA will make a good faith effort to effect remediation of the identified deficiencies (improvement objectives) and submit accurate data reports on a timely basis or risk interruption or possible loss of all CTE funding (State and Federal).

Save Page **Reset Page**

Internet

15. If you try to save a page and have not completed a required field, you will receive a warning message.

VOCATIONAL EDUCATION
BASIC GRANT INFORMATION

- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
- NOTIFICATION OF INTENT
- LOCAL VTE PLAN PART A: COH SEQ LEVEL I

developed by the LEA and approved by ADE staff. These negotiated Objectives shall include ".....based on the results of the assessment.....Instructional and other programmatic innovations of demonstrated effectiveness, and where necessary, strategies for appropriate staffing and staff development" and will be included in the FY2005 Basic Grant Application.



The LEA will submit periodic progress reports as part of the Basic Grant reporting requirements. ADE will conduct site visits to review the progress being made toward reaching the State Adjusted Levels of Performance identified in the FY2005 Basic Grant Application.

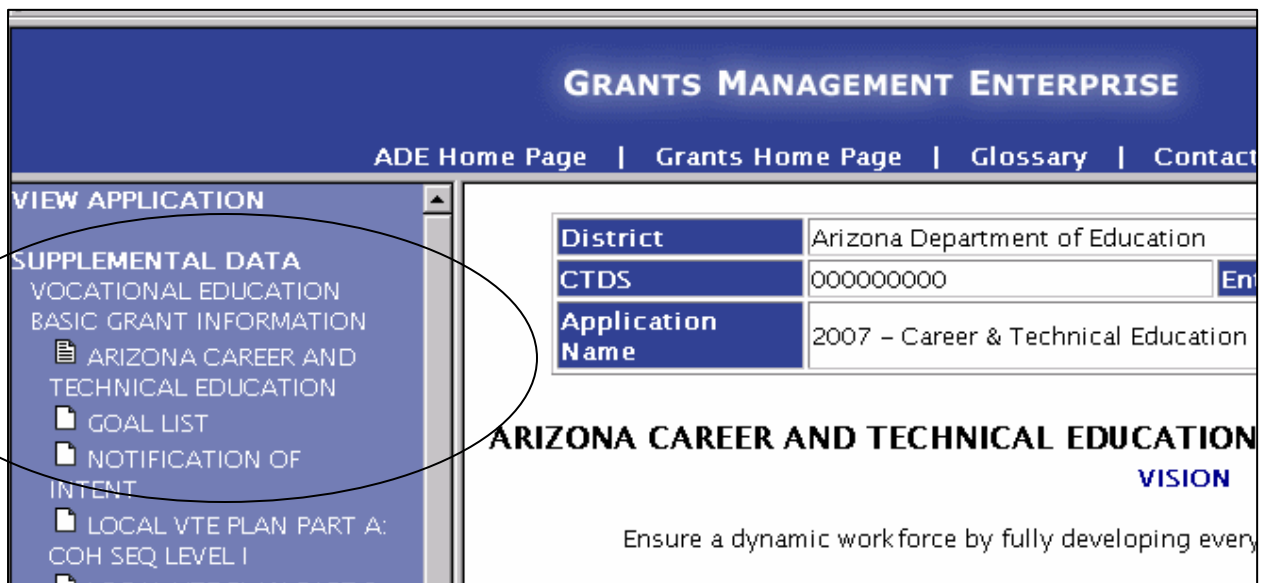
District Agrees

Microsoft Internet Explorer

Question #1 is required

OK

16. Once a page is saved, the icon on the left is filled in  instead of left blank. 








GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contact

VIEW APPLICATION

SUPPLEMENTAL DATA

- VOCATIONAL EDUCATION
- BASIC GRANT INFORMATION
-  ARIZONA CAREER AND TECHNICAL EDUCATION
-  GOAL LIST
-  NOTIFICATION OF INTENT
-  LOCAL VTE PLAN PART A: COH SEQ LEVEL I
-  LOCAL VTE PLAN PART B

District Arizona Department of Education

CTDS 000000000 **En**

Application Name 2007 – Career & Technical Education

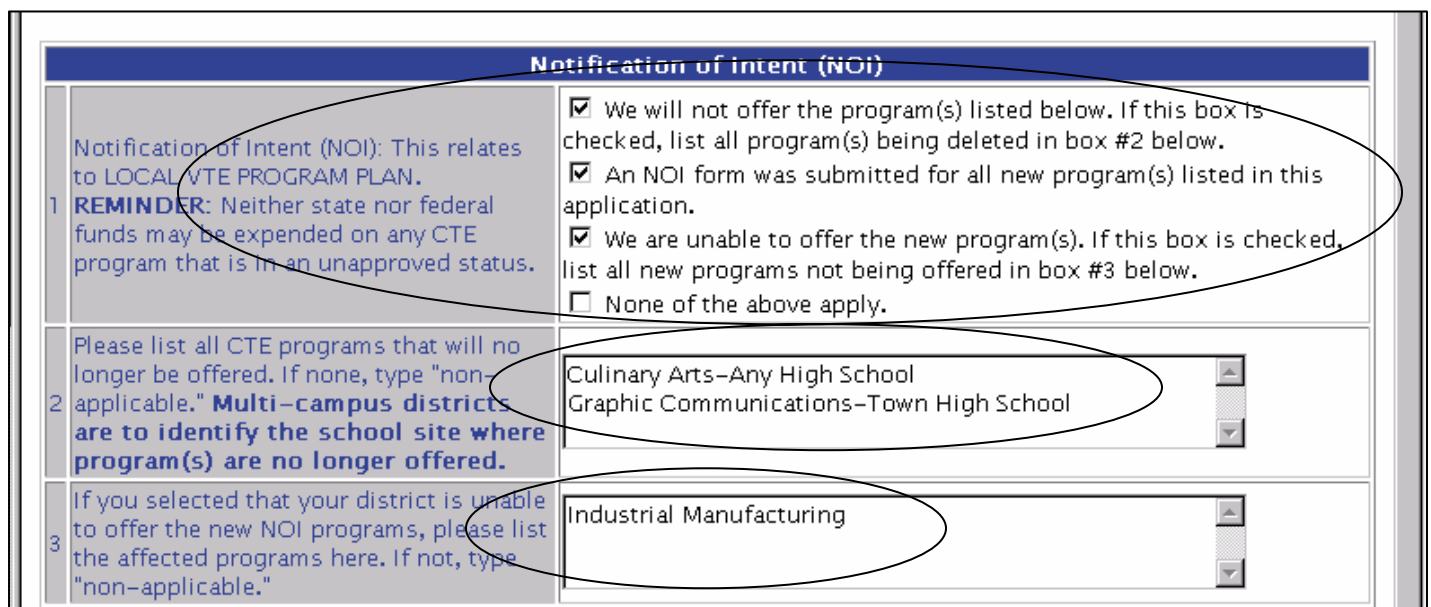
ARIZONA CAREER AND TECHNICAL EDUCATION

VISION

Ensure a dynamic workforce by fully developing every

17. Repeat the same process for Goal List by selecting **District Agrees**.

18. The purpose of the Notification of Intent (NOI) page is for the LEA to inform ADE of new programs with a NOI, programs the LEA will no longer offer or new programs that could not be offered. Check the appropriate block(s) in 1 and complete 2 and 3 as needed either with specific information or by entering "Non-applicable".



Notification of Intent (NOI)

Notification of Intent (NOI): This relates to LOCAL VTE PROGRAM PLAN.

1 **REMINDER:** Neither state nor federal funds may be expended on any CTE program that is in an unapproved status.

☒ We will not offer the program(s) listed below. If this box is checked, list all program(s) being deleted in box #2 below.

☒ An NOI form was submitted for all new program(s) listed in this application.

☒ We are unable to offer the new program(s). If this box is checked, list all new programs not being offered in box #3 below.

☐ None of the above apply.

2 Please list all CTE programs that will no longer be offered. If none, type "non-applicable." **Multi-campus districts are to identify the school site where program(s) are no longer offered.**

Culinary Arts–Any High School

Graphic Communications–Town High School

3 If you selected that your district is unable to offer the new NOI programs, please list the affected programs here. If not, type "non-applicable."

Industrial Manufacturing

19. For **Local VTE Plan Part A**, select the appropriate block(s) that describe the delivery of Level I competencies. If the district is implementing Career Exploration, select “will no longer be taught” for Level I. All LEAs must answer the Career Exploration question before continuing and follow the instructions.

LOCAL VTE PLAN PART A: COH SEQ LEVEL I
LEVEL I OF YOUR COHERENT SEQUENCE OF INSTRUCTION

Provide a Coherent Sequence of Instruction in Vocational Technical Education programs. [§134(b)(1)] Check the appropriate block(s) that best describes the Level I as it relates to the district's local plan for VTE.

COMPETENCIES		Taught at district's Jr. High	Included in Level II	Taught in Feeder schools	Taught by Union High School	Will no longer be taught
1	Level I Competencies: check all that apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CAREER EXPLORATION

Do you plan to implement the new Career Exploration standards in 2006-2007? (If you answer Yes the basic grant coherent sequence has additional instructions for identifying the sites where the standards will be delivered.)

☒ Yes
☐ No

Save Page **Reset Page**

20. For **Local VTE Plan Part B**, check the box to indicate the coherent sequence has been edited and updated and ADE CTE has been informed.

LEVEL II and III OF YOUR COHERENT SEQUENCE OF INSTRUCTION

It is required that all applicants for Basic Grant funds provide a Coherent Sequence of Instruction for Vocational Technical Education programs. [§134(b)(1)]

Secondary Districts

Instructions for reporting the district's coherent sequence of instruction:

The FY2005 course enrollment data has been loaded into the FY2006 coherent sequence table for your use in updating the district's CTE coherent sequence of instruction as required under your 2006 Basic Grant. To submit your coherent sequence information you must log in to CTE's Performance Measures database and complete information in that venue. Go to the CTE website <http://www3.ade.az.gov/PerfMeasures/splash.asp> – and **LOGIN**. Click on Basic Grant – Coherent Sequence. Follow the instructions listed there.

Update the coherent sequence data before submitting the application. The Career and Technical Education Handbook (April 2005) is the source for all Program Titles, Course Titles, and Classification of Instructional Program (CIP) Codes to be used in this application. Refer to this document or contact the appropriate CTE program state supervisor for additional information regarding the coherent sequence of instruction.

After completing the section below, save page before proceeding.

Secondary district development of application requires district coherent sequence be updated

1 Check box if coherent sequence has been edited and ADE CTE has been informed. Application will not be processed if coherent sequence has not been updated.

Coherent sequence of instruction has been updated ☒

21. Now you are ready to work on the goals. You must develop at least one objective for each goal. Each goal has sample objectives with measurable outcomes and evaluation methods that can be used as a template to create, adapt or copy and paste into the appropriate boxes below on each page.

GOAL 2: PERFORMANCE STANDARDS

GOAL 2: PERFORMANCE STANDARDS – Carry out Vocational Technical Education programs to meet state performance standards. [§134(b)(2)] Develop and implement evaluations of Vocational Technical Education programs, including assessment of how the needs of special populations are being met. [§135(b)(5)] Independently evaluate and continuously improve performance. [§134(b)(6)]

When you save this page, it will be saved as a separate link on the left that you can click on and revise later. The program will reload a new (blank) template page for you to fill out. If you do not need this blank page, please click on another link for the next goal to begin working on another page.

You must develop at least one objective for each goal. Do not combine objectives on one page; use a new page if you plan to create more than one objective. The following are example objectives that may be used as a template to create, adapt or copy and paste into the appropriate boxes below. An objective must be identified as either a Regular BG Objective or PIR Objective.

SAMPLE BG OBJECTIVES:

Objective: Career Technical Education instructors will receive training in conducting an objective evaluation of students using one of the state approved processes.
Measurable Outcome: 100% of Career Technical Education (CTE) instructors will have participated in the state approved evaluation process using local evaluation teams.
Evaluation Method: Student competency achievement matrix, annual evaluation report, appropriate local team evaluation representation, comparison of special population student success to non-special population students, accurate and reliable data reports.

Objective: By March 31st, local evaluation teams will be organized and trained to evaluate CTE programs.
Measurable Outcome: Local evaluation teams will have received training in program evaluation techniques and participate in annual evaluation.
Evaluation Method: Training schedules and attendance records, annual evaluation report of CTE programs.

Objective: Use multiple assessment strategies (i.e., multiple-choice, short-answer, essay, problem-based, scenarios/case studies, projects/products, presentations and performances, and portfolios) to measure student academic attainment.
Measurable Outcome: One hundred percent of the CTE teachers will be trained by [date] to use multiple assessment strategies and apply those strategies in their classrooms.
Evaluation Method: Training attendance records, assessments retained in student portfolios.

Answer questions 1-10 thoroughly for each goal (see sample on page 5-12)

1. Identify the **Goal Number and Objective Number**
2. Choose Regular BG Objective or PIR (program in review) objective.
3. Is objective district wide or site specific?
4. List sites if applicable or “non-applicable” for district wide.
5. Select all programs affected by the objective.
6. If this is a PIR, check objective area to be addressed or check “non-applicable”.
7. Copy and paste a sample objective or create your own. **Include only 1 objective per page.**
8. Copy and paste the sample measurable outcome for the objective.
9. Copy and paste the evaluation method for the objective.
10. Check the Perkins funds that will be used to address this objective. Check all expenditure categories that apply or “None of the Above” if funds will not be used to support this objective.

Save the page.

[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)
Evaluation Method: Training attendance records, assessments retained in student portfolios.

Answer all questions thoroughly.

1	Identify the Goal Number and Objective Number in this box – for example, Goal Two Objective One, Goal Two Objective Two. If submitting more than one objective for this Goal, keep objectives in numerical order.	Goal 2 Objective 1
2	Choose whether this is a Regular BG Objective or PIR (Program In Review).	<input checked="" type="radio"/> Regular BG Objective <input type="radio"/> PIR (Program In Review)
3	Will this objective be implemented district wide or only at one or more sites?	<input checked="" type="radio"/> District wide <input type="radio"/> One or more sites only
4	List the sites where this objective will be implemented. If district wide, state "non-applicable".	Non-applicable
		<input checked="" type="checkbox"/> 52.0300 Accounting and Related Services <input type="checkbox"/> 01.0100 Agricultural Business Mgmt – Agriscience <input type="checkbox"/> 01.0300 Agriscience <input checked="" type="checkbox"/> 51.0800 Allied Health Services <input type="checkbox"/> 47.0600 Automotive Technologies <input checked="" type="checkbox"/> 52.0200 Business Management and Administrative <input type="checkbox"/> 10.1500 Education Professions
5	For this objective, select all program(s) affected.	<input checked="" type="checkbox"/> 15.0300 Electronic Technology <input type="checkbox"/> 52.0800 Financial Services <input type="checkbox"/> 43.0200 Fire Science <input type="checkbox"/> 10.0300 Graphic Communications <input checked="" type="checkbox"/> Non-applicable (not a PIR) <input type="checkbox"/> 1.1 Academic Attainment-Reading <input type="checkbox"/> 1.2 Academic Attainment-Writing
6	If this is a PIR, check the objective area(s) to be addressed. If this is a regular BG Objective, choose "non-applicable" .	<input type="checkbox"/> 1.4 Academic Attainment-Math <input type="checkbox"/> 1.3 Vocational Proficiency <input type="checkbox"/> 3.1 Placements <input type="checkbox"/> Program Evaluation <input type="checkbox"/> Special Populations Success <input type="checkbox"/> Data Quality, On Time Reporting <input type="checkbox"/> Other <input type="text"/>
7	State the objective for this goal.	Career Technical Education instructors will receive training in conducting an objective evaluation of students using one of the state approved processes.
8	State the Measurable Outcomes for this objective.	100% of Career Technical Education (CTE) instructors will have participated in the state approved evaluation process using local evaluation teams.
9	State the Evaluation Method for this objective.	Student competency achievement matrix, annual evaluation report, appropriate local team evaluation representation, comparison of special population student success to non-special population students, accurate and reliable data reports.
10	Check if Perkins Funds will be used to address this Objective identifying the USFR Expenditure Category (check all that apply). If none will be used to meet this objective, choose "None of the above" .	<input type="checkbox"/> Instruction <input checked="" type="checkbox"/> Support Services <input type="checkbox"/> Support Services – Admin <input type="checkbox"/> Capital Outlay <input type="checkbox"/> None of the above

22.

If you are creating **another objective for the same goal**, select the same goal number again.

VIEW APPLICATION

SUPPLEMENTAL DATA

- VOCATIONAL EDUCATION
- BASIC GRANT INFORMATION
- ARIZONA CAREER AND TECHNICAL EDUCATION
- GOAL LIST
- NOTIFICATION OF INTENT
- LOCAL VTE PLAN PART A: COH SEQ LEVEL I
- LOCAL VTE PLAN PART B: COH SEQ LEVELS II & III
- GOAL 1: COHERENT SEQUENCE OF INSTRUCTION
- GOAL 2: PERFORMANCE STANDARDS**
- Goal 2 Objective 1
- GOAL 3: ACADEMIC STANDARDS

District Arizona Department of Education

CTDS 0000000000 **En**

Application Name 2007 - Career & Technical Education

GOAL 2: PERFORMANCE STANDARDS

GOAL 2: PERFORMANCE STANDARDS - Carry out Vocational performance standards. [§134(b)(2)] Develop and implement evaluation programs, including assessment of how the needs of special populations are evaluated and continuously improve performance. [§134(b)(6)]

When you save this page, it will be saved as a separate link on the program will reload a new (blank) template page for you to fill out on another link for the next goal to begin working on another page.

You must develop at least one objective for each goal. a new page if you plan to create more than one objective may be used as a template to create, adapt or copy and objective must be identified as either a Regular BG Obj

This  shows the Goal has been completed.

23. When you have created an objective for each goal, scroll down to the financial data. Select **Contact Information** and fill in the blanks.

ARTICULATION

- GOAL 11: CAREER GUIDANCE
- PERMISSIBLE GOALS SECTION

FINANCIAL DATA

- Contact Information**
- Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

SUMMARY & SUBMIT

EXIT APPLICATION

More than one email address can be placed in the email address box, separated by a space or semicolon only.

LEA CONTACT INFORMATION

Designation Mr

Project Director / Contact

Phone Number () Ext

Fax Number ()

E-mail Address

PROJECT INFORMATION

24. For the financial budget, select **Line Items** first. Input the dollar amount for each function code/object code. The dollar amount entered must equal the district basic grant allocation to the exact amount. If you are unsure of the codes to use, refer to expenditure guidelines or discuss with your basic grant specialist.

Note: Every budget line item expenditure must be supported by one or more goals.

BUDGET LINE ITEMS		
Function Code	Object Code	CTE Basic Grant/Federal
Instruction 1000		
Salaries	6100	0.00
Employee Benefits	6200	0.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	2,000.00
Other Expenses	6800	0.00
Subtotal for Instruction 1000		2,000.00
Support Services 2100, 2200, 2600 – 2900		
Salaries	6100	3,000.00

25. Select **Line Items Description**. For each line item with a dollar amount, include a **detailed description** of the expenditure. The page cannot be saved unless a description appears in each box.

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Amount	Description
Instruction 1000			
Supplies	6600	2,000.00	Include description of supplies and program. Specify site if applicable.
Support Services 2100, 2200, 2600 – 2900			
Salaries	6100	3,000.00	Include name of position and FTE (i.e..3FTE) or stipend. A written job description must be submitted.

Save

26. Select **Capital Outlay**. The amount allocated in the budget will appear at the top of the page. List capital outlay items separately. Include quantity, cost per unit, detailed description, and the purpose for the item (what program, site, etc). Select **Save** button and it will calculate the total in the column at the right.

Amount allocated in Budget for Capital Outlay: 22,000.57

Quantity	Cost Per Unit	Description	Purpose	Total
1	5,159.10	Visimate printing	BMAS Cholla	5,159.10
1	5,000.00	Concrete mixer	Construction	5,000.00
				0.00
				0.00
				0.00
Grand Total				10,159.10

Buttons: Add 5 Rows, Save

27. When you are finished with all required pages, click on the **Summary & Submit** link to review all the data you entered. If you receive a validation message as shown below, correct the errors and click on **Summary** link again.

Validation Messages

- Contact Information is required.
- Payment Schedule is required.

Left Sidebar: SUMMARY & SUBMIT

28. When the errors are corrected, select **Summary & Submit** again. The entire project is ready to review. If you need to make any changes, click on the corresponding link on the left to modify a page. Save changes and select **Summary & Submit** again.

Contact Information

Designation	Project Director / Contact	
Mr	Local Director	
Phone Number	Fax Number	E-mail Address
(555) 555-5555	(555) 555-5555	ldirector@anyschool.com

PROJECT INFORMATION

Grant Name	Start Date	End Date
CTE Basic Grant/Federal	07/01/2006	06/30/2007

Line Items

BUDGET LINE ITEMS

Function Code	Object Code	Am
Instruction 1000		
Salaries	6100	5,000
Employee Benefits	6200	
Purchased Professional Services	6300	

29. Scroll to the very bottom of the Summary & Submit page and select **Submit Application**. This sends the application electronically to ADE. You will receive a receipt that says it was successfully submitted. **Please note: Users with limited permissions will not receive the Submit button.**

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

GOAL 8: PROFESSIONAL DEVELOPMENT

GOAL 9: TECHNOLOGY

GOAL 10: ARTICULATION

GOAL 11: CAREER GUIDANCE

PERMISSIBLE GOALS SECTION

FINANCIAL DATA

Contact Information

Line Items

Line Items Description

Capital Outlay

Payment Schedule

SUMMARY & SUBMIT

EXIT APPLICATION

Submit Application

30. If you wish to return to the process later without submitting, select the **Exit Application** link to get out of the application.

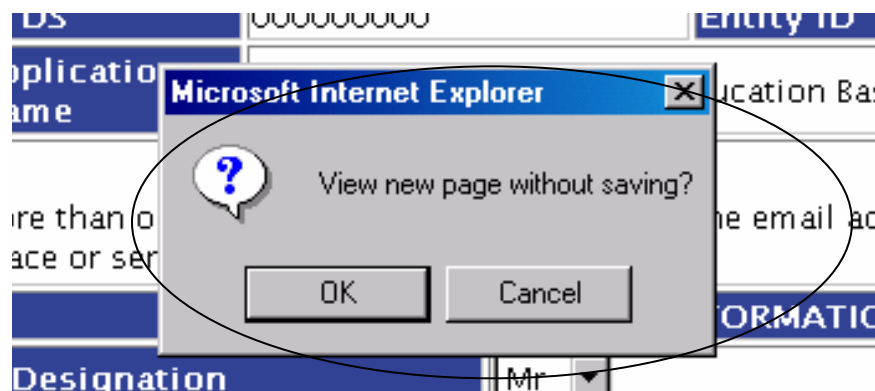
The screenshot shows a web application interface. On the left is a vertical sidebar with a list of goals and sections. The 'EXIT APPLICATION' link at the bottom of the sidebar is circled in black. The main content area displays information for 'GOAL 11: CAREER GUIDANCE'. At the top of the main area is a table with application details:

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2007 - Career & Technical Education Basic Grant		

Below the table, the heading 'GOAL 11: CAREER GUIDANCE' is followed by a description: 'GOAL 11: CAREER GUIDANCE - Provide career guidance and academic counseling for Vocational Technical Education students. [§135(c)(2)]'. A paragraph explains the saving process: 'When you save this page, it will be saved as a separate link on the left that you can click on and revise later. The program will reload a new (blank) template page for you to fill out. If you do not need this blank page, please click on another link for the next goal to begin working on another page.' A red and blue instruction follows: 'You must develop at least one objective for each goal. Do not combine objectives on one page; use a new page if you plan to create more than one objective. The following are example objectives that may be used as a template to create, adapt or copy and paste into the appropriate boxes below. An objective must be identified as either a Regular BG Objective or PIR Objective.' Below this, 'SAMPLE BG OBJECTIVES:' are listed with examples for 'Objective', 'Measurable Outcome', and 'Evaluation Method'. At the bottom of the main area, another objective is provided: 'Objective: Incorporate Comprehensive Competency Based Guidance into CTE curricula. Measurable Outcomes: At least 80% of students will be scheduled into CTE courses consistent with their 4-year'.

Final Tips:

- You are allowed no more than 60 minutes per page, therefore, **save data frequently**. If you time out, re-enter the process from the selection page.
- Save each page, before you select another page. If you forget to save a page, you will receive the prompt below.



- Contact your Basic Grant Specialist with any program or grant questions.
- Contact the Grants Management office with technical grant questions.
- **The 2007 Career and Technical Education Basic Grant is due Monday, October 2, 2006** (the 1st is on a Sunday).
- See the next page for an option for submitting your application.

Arizona Department of Education
FY 2007 Carl Perkins Basic Grant Application Workshop

**OPTION for your Consideration in Developing and Submitting your
2007 Basic Grant Application**

In an effort to speed the processing of your **2007 Basic Grant**, you may consider working on developing your **2007 Basic Grant Application** prior to receiving your allocation amount.

Here is how it works!

1. You would develop your objectives (using your most current performance measures data) and budget pages (*using 1% less than last year's **2006 Basic Grant allocation amount***) as the basis for planning your proposed budget for your **2007 Application**.
2. **You would then submit your completed application on-line as you normally do** so your BG liaison may begin the review process.
3. **Your BG liaison would then review both the proposed budget and objectives as we normally do** and (*if necessary*) return it to you for corrections, additional information, etc.
4. Once the Application is in substantially approvable form, **it will then be held by ADE until the District has been notified of your actual 2007 Basic Grant Allocation amount**.
5. ADE would then send your Application back to you in order for you to adjust the budget pages to reflect your actual **2007 Basic Grant Allocation amount**.
6. You would then **re-submit your application to ADE for final approval**.
(Final approval of your 2007 Basic Grant will be contingent upon receipt of the annual Local Program Evaluation and Monitoring Document for your 2006 Basic Grant.)

We anticipate this process would greatly assist in your planning efforts and reduce the turn around time so you can access your approved funding in a timelier manner.